



# Job Opportunity

## State Controller's Office

**Position:** Office Technician (Typing)

Statewide

**Location:** Administration and Disbursements Division  
3301 C Street, Suite 750, Sacramento, CA 95816

**Issue Date:** December 2, 2004

**Final Filing Date:** Until filled

**Contact/Telephone:**

Coleen Kimler, (916) 323-2923

Free parking provided.

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates will be given priority.

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-140-1139-004

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direct supervision provided by an Office Services Supervisor II, consistently exercise a high degree of initiative and independence while processing warrant data listings, remittance advice for deposits, and distribution of daily replacement warrants for the State of California. Specific duties include but will not be limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Verify warrants and back-up documents received from Payroll Redeposit Desk, Returned Warrant Desk, Garnishment Desk, Claims Paid Desk, and Tape Release Desk;
- Organize warrants into multiple accounts, and process for deposit into appropriate account;
- Prepare and process listings and Remittance Advice (CA-21) forms. Verify listing and warrant data for accuracy. Type information and maintain log of processed Remittance Advice (CA-21) forms;
- Key stop payments on outstanding lost or destroyed warrants and answer incoming phone calls;
- Research any warrant discrepancies;
- Prepare and distribute Fund Correction letters of warrant discrepancy to alert the Division of Accounting and issuing agency's staff;
- Prepare statistical reports on in-progress and completed work. Maintain Remittance Advice lists in permanent file folders/cabinets for confidential destruction or storage;
- Assist in other Post Issuance and Claims Processing areas when the workload of the division requires to meet deadlines.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

All hires will be subject to a background check.

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Human Resources  
P. O. Box 942850  
Sacramento, CA 94250-5877

Attn: Marcy Maeda-Imai